

# Memorandum

**To:** Dear students  
**From:** Your teacher  
**Date:** September 22, 2003  
**Re:** Gathering data for presentation in a memo

In this assignment you must gather data on the speed and accuracy of your keyboarding skills, enter the data into Excel, and produce a line graph showing your progress. You must then prepare a memo for your teacher explaining your progress as illustrated by the chart.

Here are the instructions for this exercise:

1. Run DOS Keyboard Tutor a number of times to get data to enter on a chart.
2. Create an excel file with columns for Exercise, Date, Speed, and Accuracy.
3. Use the Chart Wizard in Excel to produce a chart like the one below.
4. Prepare a memo like this one with the chart copied and pasted into it. In the memo, report to your teacher on your progress with DOS Keyboard Tutor.

